

Freedom of Information Law Request

I, _____
Name(Required) Address(Required) Phone Number (Required)

VALID ID MUST BE PROVIDED UPON PICK UP OF RECORDS

RECORDS MUST BE PICKED UP WITHIN FIVE(5) DAYS OF NOTIFICATION OF COMPLETION

wish to examine the following records: (Be specific; Name, Address, DOB and approximate time frame of incident)

There will be a 25¢ charge per page

What is your direct relationship with the person you are requesting records? _____

To Applicant – your request is hereby:

Approved

☐

Total Charge \$ _____

Denied

☐

Denied in Part

☐

Not all records can be released under FOIL. Congress established certain categories of information that are not required to be release in response to a FOIL request because release would be harmful to governmental or private interests. **Your request has been denied or denied in part for the reason(s) checked below:**

- ☐ Release of information would constitute an unwarranted invasion of personal privacy
- ☐ Records requested cannot reasonably be located based on description
- ☐ Release of information would endanger the life or safety of a person
- ☐ No record exists which responds to request/record cannot be found
- ☐ Juvenile information omitted
- ☐ Record is not maintained by this agency
- ☐ Interagency materials
- ☐ Evidentiary records withheld as criminal action still pending
- ☐ Exempt by law other than FOIL
- ☐ Identity withheld because there is criminal action pending
- ☐ Other _____

The time it takes to respond to each request varies depending on the complexity of the request itself and the backlog of requests already pending at the agency. In some circumstances, the agency will be able to respond to the request within the standard time limit established by the FOIA – **approximately one month**. In other instances more time may be needed before the request can be completed. When an agency requires an extension of time, it will notify you in writing and provide you with an opportunity to modify or limit the scope of your request. Alternatively, you may agree to a different timetable for the processing of your request. Under certain conditions, you may be entitled to have your request processed on an expedited basis. For more information about FOIL Requests visit www.foia.gov